

Site Coordinator

The Site Coordinator is responsible for the efficient operation of the office in order to provide top-notch quality patient care and service. We are seeking an experienced and dynamic professional with a proven track record in site coordination for our busy medical office.

Site Coordinator Duties and Responsibilities

The Site Coordinator is an integral part of the organization, working collaboratively with management and Providers to support, drive and optimize the operational performance of the practice. Duties and responsibilities include:

- Implementation of practice policies and procedures
- Ensure a productive, team-oriented environment
- Serve as the on-site management representative of the practice
- Provide feedback to appropriate parties around challenges, performance, and observations as they may pertain to patient care, patient satisfaction/retention, and employee morale

The ideal candidate will have various prerequisite skills and qualifications including:

- Experience as an Office Manager in a fast-paced environment (Prior supervisory experience in a medical office preferred)
- Knowledge of medical practice management, OSHA, HIPAA, compliance, EMR, billing and collections
- Patient focused, positive attitude
- Excellent interpersonal skills to deal effectively with patients, Providers, and administrators
- Ability to prioritize quickly and appropriately
- Excellent organizational skills to independently manage workflow

This position is available in our Tarrytown, NY and Hudson, NY offices.

For immediate consideration, please email your resume to: work@hudsondermatology.com